

## FAQ's - Trade Act

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Answers:

1. OJT: Are there any restrictions?

- Yes, there are. For example:

- You cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your application.
- You must agree to hire any OJT trainees as regular, full-time employees.
- The rate of pay and benefits must be commensurate with what you pay others doing similar work.

The Virginia Employment Commission staff can assist you in determining your company's eligibility.

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2. OJT: Can companies rehire one of their previously released (laid off) employees?

- Yes, a business can re-hire a previous employee but it must be for a different position for which they would need training and the candidate must meet the requirements.

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3. OJT: How do we get the process started?

- A standardized OJT contract will be completed with your company. That contract will contain all of the terms of agreement for both Virginia Employment Commission and your company. With this contract in place, we will start to identify and screen candidates for your company's position(s). [See a sample contract](#) [1].

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4. OJT: How long will the process take to get the OJT approved?

- This process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a few weeks. The individual can be hired effective the date of the award letter.

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5. OJT: What if an employer has already selected a candidate for OJT training?

- If an employer has already selected a candidate AND the candidate is approved by OJT staff as eligible, Virginia Employment Commission can set up an OJT with the employer candidate.

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6. OJT: What is On-the-Job Training (OJT)?

- OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50% of the wage rate of OJT trainees to help defray personnel training costs.

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7. OJT: What's in it for my company?

- You get a pool of pre-screened applicants for your position—you decide who to hire.
- This is a great opportunity to bring on employees that are eager to learn new skills and up-skill your workforce.
- Reimbursement for the costs associated with training this new employee, which are usually calculated at up to half the pay rate for the agreed-upon training period.
- Prompt payments with a minimum of paperwork.
- OJT staff to assist you through all phases of the OJT.

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8. OJT: Who selects the OJT trainees?

- As the OJT employer, your company will determine the selection criteria for OJT trainees (e.g., "greater than 8th grade math ability," "English-Spanish bilingual ability," or any other applicable criteria). Then, Virginia Employment Commission will identify those of its clients who meet the criteria and will refer those clients to your company. Your company will decide the final selection of OJT trainees.

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9. OJT: Who should I contact at Virginia Employment Commission about applying for OJT funding?

- For More information email

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Or



Contact directly an OJT Specialist  
Mr. Steve O'Quinn (540) 561-6674

[Steve.O'](#)

The Virginia Employment Commission staff will be able to answer most of your remaining questions for you or will find out the answers.

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**Source URL:** <http://www.vec.virginia.gov:80/employers/faqs/Trade-Act>

**Links:**

[1] <http://www.vec.virginia.gov:80/vecportal/employer/pdf/ojtsamplecontract.pdf>

[2]

<mailto:OJTinforequest@vec.virginia.gov?subject=OJT%20Inquiry%20from%20the%20VEC%20Website>

[3] <mailto:Steve.O%E2%80%99Quinn@vec.virginia.gov?subject=OJT%20Inquiry%20from%20the%20VEC%20Website>